



Nevada City Parks & Recreation Firehouse #2 – Meeting Room Use Guidelines

Contact Information:

For questions or information:

Phone #: 530-265-2496 x129, www.nevadacityca.gov, Fax #: 530-265-0187

Facility Address (Do NOT mail anything to this address.):

422 Broad St, Nevada City, CA 95959

Contacts during use of the building:

During business hours – 530-265-2496 x100 (City Hall)

Non-business hours – 530-265-7880 (Sheriff's Dispatch)

Before Using the Facility:

- All facility renters must have a completed contract and proof of insurance on file with Nevada City Parks and Recreation and all fees must be paid.
- The Contact Person (Day of), named on the contract, must be at least 21 years of age and monitor the facility throughout the entire rental.
- Firehouse #2 is only available for meetings. This is not an event venue.

Payments

- Cash and Check payments should be made payable to: City of Nevada City and delivered to City Hall, Attn. Parks & Recreation; 317 Broad St., Nevada City, CA 95959
- City staff can email a link to renter for online credit card payments. A 3% convenience fee will be added to your total.
- Rental fees are due at least 30 days prior to the rental date.
- A Cleaning Deposit is due at least 30 days prior to the rental date. If the facility is cleaned as specified, the cleaning deposit will be refunded to the Renter within 30 days of the event or 30 days after returning the key(s).
- Refunds for cancellations will only be granted up to 30 days prior to the event date, minus a \$25 processing fee.
- All Rental Contracts that involve ongoing or repeated meetings for more than a single occasion will be charged a \$10 late fee for each month that fees are late.
- If rental fees are waived by City Council, renters are still required to complete a Rental Contract, provide proof of insurance and pay the cleaning deposit.
- Refer to "Fee Schedule for Firehouse #2" for all fees.

Insurance

Proof of insurance is required from all Renters. A current and valid certificate of General Liability Insurance must be provided, in the amount of \$1,000,000 and an endorsement (CG2026 or equivalent) naming the City of Nevada City, 317 Broad St. Nevada City, CA 95959 (not the facility) as additional insured. Proof of Insurance must be provided at least 30 days prior to the rental date. A sample copy of insurance is available on the City's website.

During Use of the Facility:

- Amplified music and noise levels shall not exceed 60 decibels per City Ordinance 8.20.020 and shall be terminated by 10:00pm.
- Smoking is not allowed in Firehouse #2 or the historical district per the City's municipal code.
- No alcohol is allowed on the premises.
- No tape of any kind is to be used on the floors or walls.
- No tacks, nails or staples are to be put in the walls at any time.

- If guidelines are not being followed police or facility management has the authority to shut down the meeting. There are NO refunds on rental fees or cleaning deposit if a meeting is shut down.

Other:

- No pets are allowed in the building at anytime. (Service animals are the exception.)
- Items lost or left behind are not the responsibility of the City of Nevada City.
- Renters must provide their own supplies & equipment (ie: presentation, audiovisual, etc.) Tables and chairs are provided.
- Keys to the facility must be picked up at City Hall, prior to the event. Keys must be returned to City Hall the first business day following the meeting. Keys can also be returned to the drop box that is located outside the front doors of City Hall. There is a \$100 fee for each lost key. Renters may only access the facility during the dates and times listed on their Contract.
- In the event that the Rental Contract provides for ongoing or repeated meetings using the facility for more than a single occasion, either party may terminate the Rental Contract at any time by giving two weeks advance written notice. Processing fees may apply.

Before leaving the Facility:

- The premises shall be cleaned and vacated by 10:00p. (See Cleaning Checklist)
- Renters that leave the building unclean, do not complete the items on the Cleaning Checklist or cause damage to the facility will lose their cleaning deposit and be charged an additional \$30 per hour for City staff cleaning time.
- *This is a community building. Fees are kept low by expecting each person and group who uses the building to be good stewards and clean up after their use. The City only cleans the meeting room once each week. Keep in mind that the way you leave the building is how the next renter is going to find it. If you have any questions about where to find cleaning supplies, please ask in advance of your use.*

CLEANING CHECKLIST FOR RENTERS

- ✓ Put all tables and chairs back in the formation that you found them
- ✓ Wipe up any spills on tables, chairs and floors.
- ✓ Turn off all lights and the heater or AC.
- ✓ Close and lock all windows & doors.

FACILITY DETAILS

- ✓ Room Capacity is 34
- ✓ Tables & Chairs are provided
- ✓ Room size: approximately 33' long x 12' wide
- ✓ There are 7 outlets located around the room
- ✓ Firehouse #2 meeting room is not ADA accessible.
- ✓ Bathroom access is outdoors.